

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS
FACILITIES CONDITION ASSESSMENT AND PLAN**

November 5, 2014

A letter of interest along with a qualification package for the service named above will be received at the Office of the Director of Finance until 11:00 a.m. on Wednesday, November 26, 2014. Thereafter, the names of those submitting responses will be read aloud. Responses received after this date and time will not be considered.

Specifications may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082 or the Town's website, www.enfield-ct.gov. Any questions concerning the contract named above should be directed to the Department of Public Works at (860) 763-7527.

A non-mandatory meeting will be held at the Department of Public Works, 40 Moody Road, Enfield, CT 06082, on, Tuesday, November 18, 2014 at 10:00 a.m.

The Town of Enfield reserves the right to accept or reject any, all, or any part of submissions, to waive formalities and informalities and to make an award deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance
EOE/AA

TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS
REQUEST FOR QUALIFICATIONS
TOWN OF ENFIELD
FACILITIES CONDITION ASSESSMENT AND PLAN

1. INTRODUCTION

The Town of Enfield is soliciting qualifications for the above named project. If there are any conflicts between the instructions in these Standard Instructions and any other document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

| | |
|------------------------------|--|
| Advertisement of RFQ | November 5, 2014 |
| Non-mandatory meeting | Tuesday, November 18, 2014 40 Moody Road at 10:00 a.m. |
| Submission of Qualifications | Wednesday, November 26, 2014 at 11:00 a.m. |
| Awarded (Not Definite) | 30 days from proposal deadline |
| Commencement of Work | Within fifteen (15) calendar days of Signed Agreement |
| Completion Date | Ninety (90) days from commencement of work |

3. OBTAINING INFORMATION PACKETS

RFQ Specifications may be obtained from the Department of Public Works at telephone number (860) 763-7527 or online at www.enfield-ct.gov.

4. QUALIFICATIONS SUBMISSION INSTRUCTIONS

- A. One (1) original and four (4) copies of all responses must be submitted in a sealed envelope clearly marked "Facilities Condition Assessment and Plan". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Responses must be at the office of the Director of Finance by the time of the Submission date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the submission date will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the response Form are NOT considered writing and must not be used.
- C. All information must be submitted in type only. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the submission.
- D. Submittals are considered valid for (90) days after proposal submission date. Firms may not withdraw, cancel or modify their submittal for a period of ninety (90) days after the submission date.
- E. Submittals must be signed by an authorized person representing the legal entity of the firm(s).
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the Qualifications documents.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

5. INSURANCE

The firm awarded this project must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability in the amount of \$1,000,000 per occurrence.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence
- C. Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided
- D. Excess Liability coverage - \$1,000,000 per occurrence/aggregate
- E. Worker's Compensation, as required by Connecticut State statute
- F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

General Notes:

1. The "Town of Enfield" is to appear as an additional insured for General Liability and Auto Liability on all Certificates of Insurance.
2. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut and rated at least A-/VIII by A.M. Best. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, CT 06082".
3. The Contractor shall defend, indemnify and save harmless the Town of Enfield and all of its officers, employees and agents from all suits, actions or claims of any character, name or description brought for or on account of any injury or damage caused to any person or property as a result of, in connection with, or pursuant to the performance of the Contractor, including all costs incurred by the Town of Enfield in defending itself against such claims or actions, in proportion to the extent that the Contractor is held liable for same by an arbiter of competent jurisdiction. As much of any money that may be due the Contractor under the Contract as the Town of Enfield considers necessary for the purpose of such indemnification or holding the Town of Enfield harmless may be retained for such use by the Town of Enfield; and the Contractor's surety bonds may be held until such suit or suits, action or actions, claim or claims, as aforesaid, shall have been settled and until the Contractor has furnished to the Town of Enfield suitable evidence to that effect. Such indemnity shall not be limited by reason of any insurance coverage required under the Contract.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

6. SELECTION CRITERIA

THE TOWN OF ENFIELD will base its evaluation of responses on the following criteria, which are not necessarily in order of importance:

- a) The Consultant's understanding of the work as evidenced by the quality of the response submitted.
- b) The background and experience of the Consultant in providing the municipal services requested and past successful history of assignments.
- c) The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services in an efficient manner.
- d) The background, education, qualifications and relevant experience of key personnel and any subconsultants or subcontractors to be assigned to this contract, especially those of the day-to-day project manager and other staff that would work with the Town on a regular basis.
- e) The appropriate licenses in the State of Connecticut, held by Consultant's staff and subconsultants and subcontractors.
- f) References attesting to the quality of similar services performed.
- g) Respondents submitting the most responsive qualifications may be invited to an interview with the Town. **During that process those firms invited to be interviewed shall be requested to present all costs and rates associated with their proposed consulting services.** The Town is not bound to select the Consultant who proposes the lowest fees and costs. The Town reserves the right to negotiate fees with the selected Consultant.
- h) Any other factor or criterion that THE TOWN OF ENFIELD, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

7. FAIR EMPLOYMENT PRACTICES

The Selected firm agrees not to discriminate against any employee or applicant for employment in the performance of this work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

8. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful Vendor. The contract will include and incorporate the provisions of this Request for Qualifications, including the Standard Instructions and the successful consultant's proposal.

9. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. The selected firm shall avail itself of these exemptions.

10. NON-MANDATORY MEETING

A non-mandatory meeting will be held at the Department of Public Works, 40 Moody Road, Enfield, CT 06082, on, Tuesday, November 18, 2014 at 10:00 a.m. Attendance is NOT mandatory at the meeting, as indicated in Section 2 titled KEY EVENT DATES. Failure to attend the meeting does not relieve Proposers of obligations under this proposal.

END OF STANDARD INSTRUCTIONS

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS
FACILITIES CONDITION ASSESSMENT AND PLAN**

SCOPE OF SERVICES

The scope of the consulting services shall include the following: a facility-by-facility evaluation and inspection by the firm's staff including architects, engineers and consultants in order to determine the condition of the facilities listed, deferred maintenance, potential hazards, ADA issues, indoor air quality, etc.

1. Facilities Evaluation. An analysis of each building will be required in order to evaluate the current physical condition and need for improvement. The following shall be included:

- a) Meet with Facilities Manager or designee to discuss any of his/her concerns, plans for future modifications, additions and upgrades.
- b) Collect existing data from staff and any other available sources.
- c) Evaluate the existing condition of building systems including structural, electrical, mechanical, HVAC, etc. Identify any areas that need short- and long-term attention.
- d) Review buildings for conformance with sprinkler requirements, fire and safety regulations, and handicap accessibility. Identify possible solutions.
- e) Evaluate all major building systems and rate based on overall integrity, probable useful life and need of replacement. Evaluation criteria shall include present condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity and availability of spare parts.
- f) Prioritize recommendations and develop capital budgets for each.
- g) Produce draft reports including a multi-year capital plan and building systems rating report. Present draft reports to staff, Town Council, Board of Education and subcommittees.

2. Facilities Condition Assessment. The report shall identify ongoing maintenance policies and procedures which could be improved or implemented to avoid or reduce current or future capital costs. It shall also present a facility-by-facility study of the physical condition and cost of repairs and code compliance along with prioritization of all needed repairs. Any needed replacement of large cost items such as roofs over the next 15-year period shall be included. The plan shall include an executive summary, architectural renderings, plans, photographs and other supportive documentation. The building condition assessment shall include the following:

- a) Building Name.
- b) Written condition analysis for each building and systems evaluated.
- c) Scope of recommendations.
- d) Resources required to accomplish the work.
- e) Schedule for project.
- f) Cost of project.

SCOPE OF SERVICES (continued)

3. Building Systems Rating Report. The following systems and sub-systems shall be included:

- a) Site- pavement, sidewalks, grounds, entries, drainage, fencing, site lighting.
- b) Roofing and roof drainage systems.
- c) Exterior- doors, walls, windows, fire escapes, masonry, woodwork.
- d) Interior- flooring, stairs, bleachers, lockers, doors/hardware, casework/millwork, ceilings, lighting.
- e) HVAC- boilers, furnaces, air conditioning systems, exhaust systems, controls, energy management systems
- f) Plumbing- water distribution, drainage, fixtures.
- g) Electrical – distribution, technical/IT infrastructure, intercom, telephone, elevators, generators.
- h) Fire, Security- alarms, detection, fire protection.

SCOPE OF SERVICES (continued)

4. Facilities Included:

| Facility Name | Location | Year Constructed (Addition/Renovation) | Approx. Sq. Ft. |
|--------------------------|----------------------------------|---|--------------------|
| Enrico Fermi High School | 124 North Maple St. | 1971 | 202,400 |
| JFK Middle School | 155 Raffia Rd. | 1969 (2003) | 168,200 |
| Thomas Alcorn School | 1010 Enfield St. | 1925 (1994) | 53,950 |
| Henry Barnard School | 27 Shaker Rd. | 1969 (2003) | 70,200 |
| Prudence Crandall School | 150 Brainard Rd. | 1966 (2003) | 60,400 |
| Enfield Street School | 1318 Enfield St. | 1954 (1963,2003) | 48,400 |
| Enfield Head Start | 1270 Enfield St. | 2003 | 12,900 |
| Eli Whitney School | 94 Middle Rd. | 1967 (2003) | 58,600 |
| Edgar Parkman School | 117 Post Office Rd. | 1965 (2003) | 60,300 |
| Hazardville Mem. School | 68 North Maple St. | 1951 (1956,2003) | 54,300 |
| Nathan Hale School | 5 Taylor Rd. | 1961 (2003) | 46,300 |
| Lamagna Activity Center | 19 North Main St. | | 22,300 |
| Town Hall | 820 Enfield St. | | 22,850 |
| Senior Center | 299 Elm St. | | 20,042 |
| Adult Day Center | 1 A Beech Rd. | | 4,200 |
| Harriet B. Stowe School | 34 Post Office Rd. | 1964 (2003) | 49,200 |
| Central Library | 104 Middle Rd. | | 18,244 |
| Pearl Street Library | 159 Pearl St. | | 3,984 |
| Public Works Complex | 40 Moody Rd. | | 48,532 |
| Building and Grounds | 52 Prospect St. | | 10,800 |
| Public Safety Complex | 293 Elm St. | | 22,358 |
| Family Resource Center | 110 High St. | | 4,865 |
| Village Center | 100 High St. | | 20,233 |
| EMS | 1294 Enfield St. | | 2,371 |
| Dog Pound | 60 Parsons Rd. | | 1,100 |
| 2 School Street | 2 School St. | | 1,000 |
| B&G Wood Shop | 327 Hazard Av. | | 800 |
| Old Town Hall | 1296 Enfield St. | | 1,000 |
| | | TOTAL | 1,089,829 |
| Town Parking Lots | | | |
| Town Hall Lot | 130 Spaces | | |
| Pleasant Street Lot | 32 Spaces | | |
| Barns Boat Launch | 24 Spaces (12 for boat trailers) | | |
| Cottage Green Lot | 12 Spaces | | |
| Asnuntuck Street Lot | 55 Spaces | | |
| South Street Lot | 30 Spaces | | |
| McConn Ave Lot | 22 Spaces | | |
| High Street Lot | 20 Spaces | | |
| Alcorn School Lot | 50 Spaces | | |
| Lamagna Center Lot | 18 Spaces | | |

*See attached map for locations

SCOPE OF SERVICES (continued)

5. Qualification Requirements and Format

The following material is to be included in all responses and received by the date and time noted in the RFQ specifications in order for any firm to be considered. Please limit the response to twenty-five (25) pages (not including the sample report in Section 5.IV below):

- a) Title Page showing that the proposal submitted is for facilities condition assessment services.
- b) The firm's name, contact person information and date of response.
- c) Table of Contents
- d) Information described in the following:

Technical Proposal Section –

Section I: Company Profile

This section should state the size of the firm, the type of firm, the firm's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience

The response should include details of experience with facility analysis for educational and municipal facilities. In addition, interested firms must have at least five (5) years' experience performing such surveys.

Section III: References

Include a list of at least three (3) references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names, email addresses and telephone numbers of contact people.

Section IV: Specific Approach, Sample Reports and Management Plan

Provide details regarding your approach to completing a Facilities Condition Assessment. This submittal shall also reference past history of successful receipt of grants and utility rebates as part of system replacement or upgrades. Include current funding source availabilities for financial grants and rebates from utility companies and State and Federal Government agencies. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, engineers, etc. to be used. Include one (1) sample report of a Facilities Condition Assessment. This sample report can be in addition to the twenty-five (25) page response limit.

SCOPE OF SERVICES (continued)

Section V: Additional Information

All personnel who conduct site visits at Town of Enfield owned buildings must wear shirts displaying the firm's name along with credential badges displaying individual numbers that can be tracked to each of the firm's personnel, including subcontractors. During site visits all of the firm's personnel, including subcontractors, will sign in at the front office, where applicable, and obtain badges as necessary. Site visits will be done with escorts where necessary. At school buildings, site visits must be strictly limited to NON INSTRUCTIONAL areas during school hours. All INSTRUCTIONAL area site visits must be accomplished after school hours. All personnel who conduct site visits may be subject to background checks.

Honeywell, Inc. is currently conducting an assessment of many town buildings pursuant to an energy performance contract effort. During the interview process, we will review the status of the Honeywell effort and discuss the applicability of their findings to the scope of work in this RFQ.

END SCOPE OF SERVICES

TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS
FACILITIES CONDITION ASSESSMENT AND PLAN
[REQUEST FOR QUALIFICATIONS REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies the response to the RFQ is submitted without collusion and all responses are true and accurate. If awarded this contract, it is agreed this forms a contractual obligation to provide services specified in the response, subject to and in accordance with all specifications, instructions, responses and contract documents, including any addenda, which are all made part of this RFQ.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile number

Email

SAMPLE CONTRACT

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND _____

_____ SERVICES

This Agreement is made this _____ day of _____, 2014 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06____ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town _____ services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Qualifications referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Qualifications entitled "Facilities Condition Assessment And Plan";
2. The Standard Instructions, including the Scope of Services entitled "Facilities Condition Assessment And Plan"; and
3. Proposal submitted on _____.

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By: _____

By: _____

Matthew W. Coppler
Town Manager

WHERE TO PARK IN THOMPSONVILLE?

